**JOB DESCRIPTION**

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| Job Title: Senior Research Administrator (Senior Grant Administrator) | Job Code: 001607 | Grade: 132 |

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| Department Name: Radiology - Research | FLSA Status: Exempt |

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| Position Reports To: Sr. Administrative Director of Research Operations | Date Description Created/Revised: 11/15/2017 |

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| HR Reviewer: Caitlin Urdaneta | Department Reviewer: Joyce H Ferland |

GENERAL SUMMARY/ OVERVIEW STATEMENT: Summarize the nature and level of work performed. Please note that this section should be written in a paragraph format and provide a broad description of the role and its purpose as well as the reporting structure.

Under the direction of the Administrative Director of Research, the Senior Administrative Research Specialist manages all phases of research grant and contract administration at the highest level. Radiology is one of the largest research areas at MGH. Radiology Research’s total portfolio consists of approximately $151M, which has about 800 active funds, 6 Partners Fee-for-Service Cores, over 1,200 research staff, including 246 PIs. This position will support the work of various clinical and research programs within the Department of Radiology at Massachusetts General Hospital with primary responsibilities including: preparing administrative material and financial budget of grant submissions; financial management and monitoring of awarded sponsored projects, sundry, ECOR and Core funds; budget forecasting including monitoring budgetary performance; resolution of accounting problems/errors; functioning as a liaison to federal and non-federal grantor agencies and subcontracting institutions; and assisting principal investigators (PIs) and program staff in submitting their semi-annual effort certification forms. This position provides guidance and support to a wide variety of investigators and administrators regarding all aspects of pre-award and post award policies and procedures.

PRINCIPAL DUTIES AND RESPONSIBILITIES: In order of importance, list essential areas of responsibility, major job duties, special projects and key objectives for this position. These items should be evaluated throughout the year and included in the written annual evaluation. This section should be completed as a bulleted list and explain how the role is performed.

* Work closely with the Administrative Director of Research in the development and streamlining of the departments business practices - developing management reports, assisting in process improvements, providing analysis of fund activity, creating best practices in sponsored project Radiology Research policy and procedures and assisting with Brown Bags for the community and staff.
* Assist Radiology Research leadership in identifying opportunities to streamline and improve processes, providing input for automating processes, and actively implementing changes, as needed.
* Serve as the primary interface with MGH Office of Research Management/Finance for pre-award and post-award activity.
* Participate in department, Hospital, or system-wide groups and task forces as requested and appropriate.
* Attend monthly Research Administrators Discussion Group (RADG) meetings; keep current with federal (NIH in particular), state and other requirements, timelines and policy issues.
* Provide guidance on allowable and allocable expenses, fringe benefits and indirect cost rates for on- and off-site research.
* Provide training to New Hires managing sponsored projects on all aspects of Radiology Research functions, Partners Research Management policies, and Professional New Hire process.
* Mentor physicians, administrative staff, and study coordinators regarding online scan ordering process, compliance, and patient scan billing issues.
* Other duties as assigned.

**Pre-Award**

* Assist PIs in the preparation of grant applications to external funding agencies.
* Serve as resource on grant application preparation and management.
* Interacts with PI and Research Management in the InfoEd proposal submission process; upload all required documents; respond to Research Management questions and concerns.
* Compile JIT documents, IRB, IACUC and Other Support pages.
* Identify potential budget, procedural, and/or policy issues affecting grant submissions and work with investigators to resolve issues.
* Interact with Partners Clinical Trials Office, Partners Research Innovations, and industry sponsors to facilitate fully executed agreements.
* Ensure proposal compliance with Hospital and grantor policies and procedures, as well as those of sub-contracting institutions.

**Post Award**

* Work with Research Management to ensure that new awards are set up properly and in a timely manner.
* Review notice of awards (NOA) for sponsor terms and conditions and communicate to the PI any special terms and conditions.
* Collaborate with Radiology Research Administration in establishing and monitoring active funds and terminating expired funds.
* Monitor expenditures and assures budgetary compliance.
* Process cost transfers and salary redistributions; work with PIs and DA’s to avoid the need for cost transfers and salary redistributions.
* Provide monthly fund updates to investigators.
* Analyze cash flow to prevent deficit spending working with PIs to prevent projected over expenditures, and resolve deficit situations.
* Advise PI on allowable and unallowable expenditures on sponsored projects and other funds.
* Monitor cash flow for each fund.
* Issue invoices to sponsors and facilitates cash collection.
* Communicate with Accounts Payable, Research Finance, and other departments as needed for resolution of errors that are identified.
* Monitor all sponsored projects for compliance issues.
* Work with PIs to identify in a timely manner, budget variations, trends, issues, etc.
* Assist PIs as needed with completing progress reports, carry forward, and other requests to Sponsor.
* Collaborate with PIs and ADs, and complete all information report requests from research management, including quarterly reports, audit requests, budget changes, etc.
* Advise PIs and designee on processes, such as: travel reimbursements, purchase order requisitions, check requests, etc.
* Maintain knowledge of contract deliverables and milestones for assigned study agreements.
* Review and approve FSR/ FFR and final invoices.
* Work with PIs, ADs, and Research Management on closeout grants/contracts at end of award period.

**Human Resources/Supervisory Responsibilities:**

* Establishes effective working relationships with principal investigators, representatives of other MGH Departments, Partners Research Management and sponsoring agencies.
* Oversees Departmental personnel issues as it relates to research personnel
* Reviews salary and wage issues; works with Administrative Director of Research Operations to identify job descriptions that need to be revised and/or updated.
* Submit, as required, electronic data change requests for entry into payroll system for reallocation of salary distributions/effort and other PeopleSoft functions.
* Responsible for the timely submission of bi-annual effort reporting.
* Interprets and ensures compliance with institutional and sponsor agency personnel policies and procedures.
* Ensures that all research personnel performance evaluations are performed in a timely manner and in compliance with pay-for-performance plans.
* Approves and performs directly as needed all non-professional research staff personnel transactions (hiring, salaries, promotions, job descriptions, etc.) and salary changes (professional and weekly) for all Departmental research funds/personnel.
* Manage Radiology Research visa requests
* Manage all new hire paperwork.
* Professional / Non Professional Staff liaison: Coordinate all Radiology research new hires. Maintain the New Hire mailbox for Radiology Research. Verify most current form has been used and dollars are available to support the new hire. Maintain Professional new hire spreadsheet. Determine whether an exception or training form must accompany the new hire form. Process the exception and/or training form and request approval from Chief of Radiology and Senior Vice President for Research Management. Acts as department liaison with Professional Staff office, Credentialing office, Exception/Training Plan office and Physician Operations office. Act as department liaison with PI, incoming non-employee, and non-employee coordinator. Submit requests for students/interns, non- employee study staff, and observers from PI or study support staff into SharePoint site. Ensuring all information is correct and all documentation is received in order for non-employee coordination to process non-employee coordination smoothly in a timely manner.
* Addresses research fellow issues related to professional staff appointments, salary, benefits, etc.
* Assists principal investigators and administrators with other personnel-related issues.

**Projects as Assigned**

* Cancer Center Journals: Invoice the Cancer Center for Radiology scans done for research projects. Initiate and submit journals entries for scan fees once invoice has been approved.
* Pricing Procedures: Provide pricing requests using the MGH Rate Book (technical fees) and Charge Master (professional fees).
* Epic Queue: Manage the charge correction process related to research billing errors.

SKILLS & COMPETENCIES REQUIRED: This section should be a bulleted list of minimum requirements explaining the skills (what the individual is trained for) and competencies (measurable as defined by the job) necessary to perform the job.

* Requires in-depth knowledge and experience in grants management. A thorough understanding of federal cost principles and institutional policy are key. This level of expertise will provide guidance to the research community.
* Must possess extensive knowledge of grants management regulations in particular A-21, A-133, A-110 and Uniform Guidance.
* Working knowledge of NIH and other federal, state and foundation regulations and requirements.
* Must have knowledge of NIH salary cap, trainee stipends, and budget compliance rules.
* Ability to manage all phases of the grant cycle; in depth knowledge of financial reporting associated with research funding - budget forecasting, monitoring sponsored projects and accounting issue resolution.
* Skilled in financial / budget management and understanding of basic accounting practices.
* Ability to conceptualize and conduct complex analysis (financial and operations).
* Must possess strong organizational, administrative and time management skills.
* Must have the ability to work under pressure in a deadline oriented environment and have the ability to manage multiple concurrent projects.
* Must be a clear and effective communicator.
* Must have the ability to use initiative and judgment to independently problem solve and prioritize.
* Must have the ability to work independently, but also as a strong team player when needed.
* Demonstrated ability to be organized, and flexible in an environment which requires continuous monitoring of priorities.
* Exceptional attention to detail and confidentiality.
* Skill in negotiation and diplomacy with diverse organization members.
* Knowledge of Insight, InfoEd, MicroStrategy and PeopleSoft preferred.
* Demonstrated proficiency in Microsoft Office, Word, Excel, Power Point applications.

LICENSES, CERTIFICATIONS, and/or REGISTRATIONS: Specify minimum credentials and clearly indicate if required or preferred.

Not Applicable

EDUCATION: Check boxes that best describe the minimum and preferred education requirements.

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| **Minimum Required:**  High school diploma, GED or equivalent  Certificate : Please specify  Some college or Associate’s Degree  Bachelor’s Degree  Master’s Degree  Doctoral Degree  None required | **Preferred:**  High school diploma, GED or equivalent  Certificate : CRA  Some college or Associate’s Degree  Bachelor’s Degree  Master’s Degree  Doctoral Degree |

EXPERIENCE: Indicate the required and preferred (optional)amount and type of experience.

Required: Minimum of 5 years related experience

SUPERVISORY RESPONSIBILITY (authority to hire, promote, or terminate): Indicate supervisory “scope” and list the number of employees supervised.

Direct: N/A

Indirect: Multiple research administrators throughout the Radiology division

Professional Staff Supported: All Radiology research MDs, PhDs, and research fellows.

Non-Employees: All non-employees on PeopleSoft tree

FISCAL RESPONSIBILITY: Indicate financial “scope” information, e.g. size of budget, volume, revenue, etc.

This role provides pre-award budget oversight, post award direct management for approximately $17.5 million of this portfolio supporting about 90 PI’s directly. This position is additionally responsible for the high level oversight for fiscal research activity for approximately $85 million across all Radiology Chief of Service Codes which includes approximately 600 active funds, 6 Partners Fee-for-Service Cores and approximately 185 PIs.

WORKING CONDITIONS: Describe the conditions in which the work is performed. Use this section to detail any physical requirements for the position (lifting, carrying, etc). Use this section to also detail any environmental conditions associated with the position (outdoor weather requirements, hazardous materials, etc).

Normal office working conditions

*The information contained in this document is intended to describe the general contents and requirements of work being performed by people assigned to this classification. It is not intended to be construed as an exhaustive statement of all duties, responsibilities or skills of individuals so classified.*

Job Posting (optional): Use this section to indicate preferred text when posting this job on the careers page. This section should not be a copy of all that is written above but rather a condensed version highlighting the important points.